

INSTRUCTION NO.
LI 20-

LI 20-
PERSONNEL

SUBJECT : Office of Logistics Career Board
and Career Panels

REFERENCE:

1. This paper amends reference and defines the composition and areas of responsibility of the Logistics Career Board (LCB), Career Panels, and the Training and Awards Panel.

2. LOGISTICS CAREER BOARD: Organization, Membership, and Responsibilities

A. The LCB is chaired by the Deputy Director of Logistics and is composed of eight members (OL Executive Officer, five Division Chiefs, and two Staff Chiefs) who are supergrade officers or occupying supergrade positions.

B. The LCB will be responsible for the comparative evaluation, promotion recommendations, career progression, and rotation of personnel in all functional areas, grades GS-13 and 14. The LCB also will provide advice and guidance to the DDA Senior Resource Board on the comparative evaluation and ranking of GS-15 ML Careerists.

3. CAREER PANELS: Organization, Membership, and Responsibilities

A. The Logistics Career Panels basically are organized on a functional basis to correlate with the professional disciplines in the Office of Logistics (Supply and Services, Real Estate and Construction, Procurement, and Printing and Photography). The Panels are responsible for the annual comparative evaluation and promotion ranking of careerists within their particular discipline. Additionally, Panels participate in the career counseling of employees under their jurisdiction and make recommendations to the DD/L and D/L on assignments and rotations.

INSTRUCTION NO.
LI 20-

LI 20-
PERSONNEL

B. Each Panel will consist of a Chairman and at least three members. With the exception of the Clerical Panel, Panel members shall be in Grades GS-13 through 15. Each functional Panel will be given "target" figures for each grade level and will make promotion recommendations based on these targets. The targets assigned to each Panel will be based on*an analysis of headroom available in each functional area and the OL as a whole. The actual number of promotions will be approved by the Director of Logistics. Once

7 promotion recommendations are made by the Panel, they will be reviewed for compliance with promotion criteria and goals and then approved by the D/L.

C. Because of the number of careerists involved, the Supply and Services functional area consists of three Panels:

*D/L Panel
Services*
(1) S-1 Panel chaired by the Chief, Supply Division, responsible for MLS designees in grades GS-10, 11, and 12.

(2) S-2 Panel chaired by Chief, Logistics Services Division, responsible for MLS designees in grades GS-7, 8, and 9.

(3) The SW Panel chaired by a senior Branch Chief, responsible for all Wage Board personnel in Supply and Logistics Services Division.

Special Note: Because of the complexities and regulatory requirements of Wage Board salary administration, promotions and salary increases for wage personnel will be administered by their respective Division Chiefs (i.e., Supply and LSD)** in compliance with Federal Personnel Regulations and Agency salary administration policies for Wage Board personnel. The SW Panel will conduct comparative rankings and advise on assignments.

*an equitable distribution of our published annual promotion goals and

**and OL Personnel Staff

INSTRUCTION NO.
LI 20-

LI 20-
PERSONNEL

D. Procurement Panel chaired by Chief, Procurement Division, responsible for MLM designees in grades GS-7 through 12.

E. Real Estate Panel chaired by Chief, Real Estate Division, responsible for MLR designees in grades GS-7 through 12.

F. Printing and Photography Panel chaired by Chief, Printing and Photography Division, responsible for MLP designees in grades GS-7 to 12 and all WP and GP employees in Printing and Photography Division.

G. Training and Awards Panel: This panel is chaired by the EO/OL with the Deputy Chiefs of the five functional Divisions as members. The OL Training Officer is recorder. The board nominates candidates for managerial development training (e.g., Mid-career, Creative Mgt.) to the D/L for approval. The panel also reviews all retirees and other honors nominees (with the Personnel Asst. as recorder) and recommends award levels to the D/L.

H. Clerical employees will be covered in a separate instruction.

James H. McDonald
Director of Logistics

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Approved For Release 2002/05/07 : CIA-RDP92-00455R000300090014-9

Approved For Release 2002/05/07 : CIA-RDP92-00455R000300090014-9